



JOB POSTING

**UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)**

POSTING NUMBER:	HR-0034	ISSUE DATE:	May 9, 2016
TITLE:	Administrative Analyst 3, Information Systems	CLOSING DATE:	May 23, 2016
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	P26: \$64,677.09 - \$92,011.89
LOCATION:	101 South Broad Street Trenton, NJ		
POSITIONS:	3	DISTRIBUTION:	STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under direction of supervisory official, recommends and/or reviews recommendations for enhancements or new systems, application software, or services to improve production or workflow and to meet current and future business needs. Supervises and/or participates in the gathering and development of business and user requirements, as well as leading and/or participating in Joint Application Design (JAD) sessions. Supervises daily deliverables, participates in preparation of training and instructional manuals and system training sessions. Plans and supervises testing activities for new or enhanced systems, maintains the development of project management planning and confers with department personnel to analyze current operational procedures.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in work involving the review, analysis, and evaluation of the administrative, business, and/or operational policies, procedures, practices, and processes and/or the technological requirements of an organization for the purpose of revising/enhancing existing information systems and/or developing/acquiring and implementing new IT solutions and services.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE : A Master's degree in Public Administration, Business Administration, Computer Science, Information Technology, Software Engineering, Information Security, Network Administration, or Database Management from an accredited college or university may be substituted for one (1) year of the indicated experience.

LICENSE : Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0034
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer